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Budget Amendment Form

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Symbol Key

Helpful hints

Complete the Budget Amendment Form

University of Maryland Electronic Forms - Elf form 4298 - Netscape

Welcome to ELF! Wednesday, November 6, 2002

Elf form 4298 Electronic Forms System
 keebler.umd.edu

Send Save Check Copy Delete Print Notes Addressee Template
 Help Exit

RFA: Budget Amendment - College Park

ELF ID: 4298 Form ID: ABC3003 Description: BFA Budget Amendment - College Park Server: keebler.umd.edu
 Campus: College Park Status: Created by Elene Mekbebe on Nov 04, 2002 12:25:01 pm
 Send To: Christopher Hartlows

Transactions Justification Errors Page 1 of 1

BA Number Date (MM/DD/YYYY) Fiscal Year User ID Form Total
 ABC3003 11/04/2002 2002 BMekbebe 29,212.00

Apply Budget Amendment to:
 Current & Future Year Budget

line	TC	DR Acct	DR Subcode	DR Position	Description	Amount	Position FTE	CR Acct	CR Subcode	CR Position
1	022	1-10280	3210		TEST1	5,000.00		1-10280	3110	
2	022	1-10280	1012	103183	TEST2	24,212.00	0.50	1-10280	1011	103184

Number of Transactions: 2 Form Total: 29,212.00

Select All Add Row Copy Row Delete Row Edit Row

Transactions Justification Errors Page 1 of 1

The **Description** field is automatically populated, indicating which form you selected.

- From the **BA Number** field, enter the BA Number. The BA number requires a minimum of 6 characters/numbers, with a maximum of 7 characters/numbers. The first few characters of the BA number will be a unique department identifier that the department chooses. The same acronym used for the JV can be used for the BA.
- The **Date**, **Fiscal Year**, and **User ID** (first initial and last name) fields will all default. If necessary, you can edit these fields.
- From the **Apply Budget Amendment to:** field, select **Current Year Only**, **Current Year and Future Year**, or **Future Year Only**.
 - If **Current Year Only** is selected, the Budget Amendment will be reflected in your budget for the current fiscal year only. (Cannot make FTE changes applicable to current fiscal year.)
 - If **Current Year and Future Year** is selected, the Budget Amendment will be reflected in your current fiscal year budget and next year's Working Budget.
 - If **Future Year Only** is selected, the Budget Amendment will be reflected in your Working Budget for next fiscal year.
- To start adding transactions, click the **Add Row** button at the bottom right-hand corner of the form. The **Add Transaction** screen will appear.

1. The **Transaction Code** field is automatically populated with code 022, which cannot be changed by the creator. The Cursor will appear in the **Debit Account Number** field.
2. Type the debit account number in the **Debit Account** field.
Press the **[Tab]** key.
3. Type the debit subcode in the **Debit Subcode** field.
Press the **[Tab]** key.
4. If applicable to subcodes 1011, 1012, 1013, & 1014, type the six-digit debit position number in the **Debit Position** field.
Press the **[Tab]** key.
5. Type the description of the transaction in the **Description** field. This field requires at least 2 characters, with a maximum of 20 characters.
Press the **[Tab]** key.
6. Type the amount in the **Amount** field. This field will default to whole dollars, which is all that is allowed on a BA. You may leave the amount at 0 if only making FTE changes.
Press the **[Tab]** key.
7. Type the FTE amount in the **FTE** field. This field will only allow for FTE between 0 and 1.
 - Note: This FTE refers to Budget FTE and is not referring to PHR FTE.
8. Type the credit account number in the **Credit Account Number** field.
Press the **[Tab]** key.

9. Type the credit subcode in the **Credit Subcode** field.
Press the **[Tab]** key.
 - ☑ Note: For expenditure subcodes, a credit decreases a budget and a debit increases a budget. For revenue subcodes, a debit decreases a budget and a credit increases a budget.
10. If applicable to subcodes 1011, 1012, 1013, & 1014, type the six-digit credit position number in the **Credit Position** field.
Press the **[Tab]** key.
11. Click on **Add**. If the transaction passes all the edit checks, the line will be added below the previously added transactions with the most recent transaction on top.
 - ☑ To copy or delete a line item, check the white box to the left of the line number and the appropriate button (**Copy Row** or **Delete Row**).
 - ☑ To edit a line, check the white box to the left of the line number, then click **Edit Row**. Make the necessary changes and click on **Save**.
 - ☑ When all transactions have been entered, click on **Exit**.

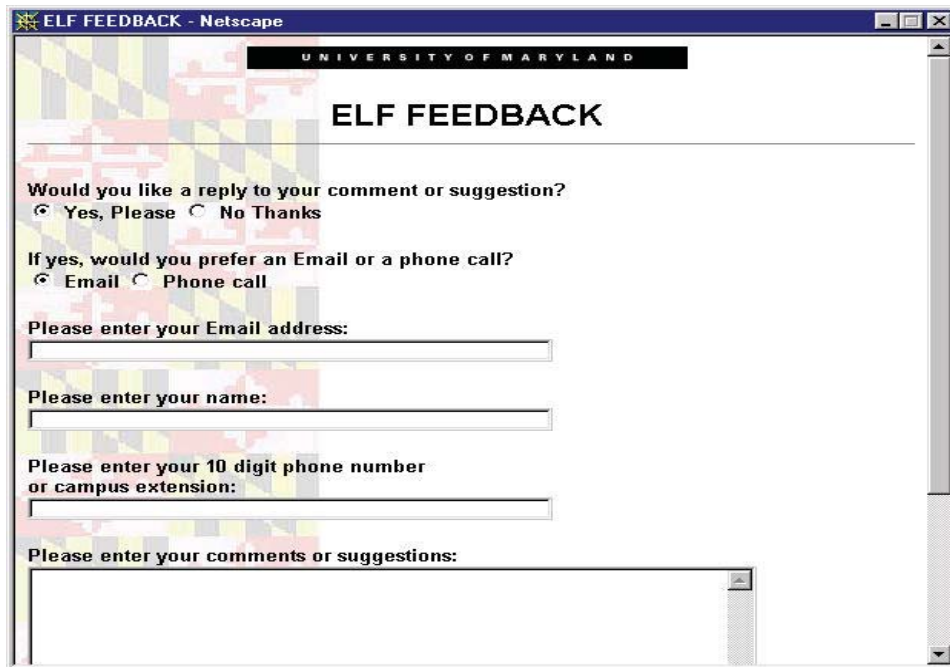
1. Click the **Justification** tab.
 - The form will not be sent unless the **Justification** tab is completed.
2. The **Phone** field will automatically populate with the phone number assigned to the 'Login Name'.
 - To update your phone number, go to ARES. Click **Personal Services**. Click **Update Personnel Information**. Click the first **Here** to "Update Address Information".
3. In the **Justification** field, type a detailed explanation of the transactions.
 - To add a sticky note to the form, click the **Notes** button at the top of the form. This note will stay with the BA until it's approved.
4. Click the **Check** button to edit the form for errors. The **Errors** tab will detail the location and type of error.
5. Select **Send** to send the BA form to the authorized approver in your department. Transfers between salaries and wages and operating require the approval of the Dean.

Other Budget Amendment Edit Policies

1. Major funding source and support indicator should match the debit and credit transaction.
2. Any transfers regarding a revolving account must be done via a Journal Voucher. A Journal Voucher is a journal entry that is a non-cash transfer of dollars between two or more accounts. This form of entry can be used to allocate charges, transfer funds, correct account number errors, process interdepartmental billings, and other reasons.

ELF-BA Feedback

Use the ELF Feedback form to send any comments or suggestions related to the Electronic Budget Amendment process.



The screenshot shows a Netscape browser window titled "ELF FEEDBACK - Netscape". The page header includes the University of Maryland logo and the text "UNIVERSITY OF MARYLAND". The main heading is "ELF FEEDBACK". The form contains the following fields and options:

- Question: "Would you like a reply to your comment or suggestion?"
Options: Yes, Please No Thanks
- Question: "If yes, would you prefer an Email or a phone call?"
Options: Email Phone call
- Field: "Please enter your Email address:"
- Field: "Please enter your name:"
- Field: "Please enter your 10 digit phone number or campus extension:"
- Field: "Please enter your comments or suggestions:"

Direct questions and comments to BFA@accmail.umd.edu.